



# JOB OPPORTUNITY

## DEPARTMENT OF PERSONNEL ADMINISTRATION

**CLASS TITLE:** OFFICE TECHNICIAN (TYPING)

<b>SALARY:</b>	<b>\$2510-\$3050</b>	<b>POSITION NUMBER:</b>	<b>363-630-1139-001</b>
<b>TENURE*/TIME BASE:</b> (Example: Permanent/Full-time)	<b>Permanent/Full-time</b>	<b>FINAL FILING DATE:</b>	<b>April 19, 2006</b>

### DUTIES:

Under the direction of the Assistant Manager of the Personnel Services Branch, provides clerical support for the Classification and Compensation Division which is responsible for the effective administration of the State's Classification Plan and salary administration program. Maintains and verifies the attendance reporting system for the division; keeps accurate records and tracks all employee leave credits; completes the proper end of the month attendance reports; audits all absence requests (Std. 634) to ensure that time is reported correctly; compiles statistical calculations to produce the attendance reports for the personnel office. Performs some of the most difficult and complex typing for the division staff including: manuals, guides, reports, charts, and statistical typing, as well as memorandums and legislative analysis. Maintains various division tracking systems. Provides data input into databases. Provides backup to the receptionist for the Division including answering incoming calls, and redirecting callers as necessary utilizing overall knowledge of other branches'/department's functions and responsibilities. Responds to website inquiries and performs other related support staff duties for the division. Files division documents on Docushare

### DESIRABLE QUALIFICATIONS:

Ability to provide excellent customer service, to accurately edit documents using excellent grammar, to organize effectively, to meet tight timelines under pressure and to maintain confidentiality.

### WHO MAY APPLY:

Applicants who have status as an Office Technician or are on an eligibility list for Office Technician; or have transfer eligibility to an Office Technician. After an initial screening of applications, only the most qualified persons will be selected for interview.

### SUBMIT APPLICATIONS/RESUMES TO:

Department of Personnel Administration  
1515 S St., No. Bldg., Suite #400  
Sacramento, CA 95814  
Attn: Susan Tune  
Classification and Compensation Division

(916) 324-0435

RPA #06-023

(\*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.